

**2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Admissions
Campus: Cooper
Position Title: Office Assistant

Supervisor Information:

Name: Dan Pauley
Campus: Cooper
Building: Oswald
Room: 119 & 200
Phone: 859-246-6247

Brief Job Description: Assist in day-to-day operations of the Office of Admissions. Assist Admissions officers with filing, envelope stuff, and sorting. Cover front desk of Visitor Center and International Office.

Preferred qualifications: Strong communication skills. Office work experience. Ability to provide a welcoming experience to students that come into our office with a willingness to jump in to help when needed.

Number of positions: 2



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